

Prior Authorization Backdating

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The provider is solely responsible for submitting PA requests in a timely manner. For maximum backdating, follow the guidelines in this section.

New Requests

An initial PA request may be backdated 14 calendar days from the date of receipt by Wisconsin Medicaid. For backdating to be authorized, both of the following criteria must be met:

- Backdating is specifically requested in writing on the PA request.
- The request includes clinical justification for beginning services without PA.

For reimbursement back to the start of care date, Wisconsin Medicaid must receive the request within 14 calendar days of the start of service.

Backdating in Extraordinary Circumstances

In the following cases, a PA request may be backdated for greater than 14 days, if applicable.

1. A court order or hearing decision requiring Wisconsin Medicaid coverage is attached.
2. The recipient is retroactively eligible. (Indicate in element 18, "Description of Service," on the Prior Authorization Request Form [PA/RF], that the service was provided during a period of retroactive recipient eligibility. To the right of the

provider signature, show the actual date the service was provided.)

Returned Requests

A new PA request returned for additional information may be backdated 14 calendar days from the date it was initially received by Wisconsin Medicaid if the additional corrected information is returned with the original PA/RF.

Amendment Requests

- Prior authorization amendment requests may be backdated 14 calendar days from the date of receipt by Wisconsin Medicaid if the request is for extraordinary circumstances such as emergency services or other services in which medical necessity could not have been predicted.
- Amendment requests may also be backdated to the grant date on the original PA request for the following two reasons:
 - ✓ The amendment request is directly related to a modification of the original request, AND Wisconsin Medicaid receives the amendment request within 14 calendar days of the adjudication date on the original PA/RF.
 - ✓ The amendment request results from an error on the original adjudication.

Denied Requests

Once a PA request has been denied, that PA number can no longer be used, and a new PA request must be submitted. A new request following a denial may be backdated to the original date the denied request was received by Wisconsin Medicaid when all the following criteria are met:

- The earlier grant date is requested.

- The denied PA request is referred to in writing.
- The new PA request has information to justify approval.

Renewal Requests (Exception to Backdating)

Renewal requests will not be backdated for continuation of ongoing services. To prevent a lapse in coverage, all renewal requests must arrive at Wisconsin Medicaid prior to the expiration date of the previous PA. Each provider is solely responsible for the timely submission of PA renewals.

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